

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CURRICULUM DEVELOPMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Curriculum/Professional Learning, compile data for budgets; post and maintain budgetary and financial records for the Curriculum Office.

ESSENTIAL FUNCTIONS:

Compile data for budgets and maintain budgetary and financial records for Curriculum.

Set up, post and maintain budget records; balance each account to monthly Finance Activity Reports for the Budget office.

Process and prepare travel claims, conference registrations, purchase requisitions and purchase orders from Curriculum budgets.

Maintain Curriculum office inventory control.

Coordinate the purchasing of office supplies and services for the Curriculum office.

Compile statistical information and prepare budget projections as requested.

Process monthly time sheets for employees, making required changes and adjustments.

Prepare and submit revolving check requests and petty cash vouchers.

Prepare Curriculum office duplication requests.

Maintain budget liaison to school sites when the Assistant Superintendent, Curriculum/Professional Learning has signature authority for funds.

Type memoranda, correspondence and reports as needed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Report writing and telephone techniques.

Record-keeping practices and methods pertaining to budget accounting requirements.

Appropriate laws, codes, regulations and standards related to budget record-keeping practices in a public school district setting.

Interpersonal skills using tact, patience and courtesy.

Data processing as it relates to budget processing.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetical calculations accurately and rapidly.

Interpret and apply pertinent laws, rules, codes and regulations to practical situations.

Assemble and organize data and prepare worksheets and reports as requested.

Understand and follow oral and written instructions.

Operate a variety of office equipment, including 10-key, typewriter, copier, computer and printer.

Type at a minimum of 35 words per minute from clear copy.

Plan, organize and prioritize assigned work tasks to meet designated time requirements.

Communicate effectively both orally and in writing.

Quickly identify and correct errors in a variety of arithmetical computations and financial documents.

Establish and maintain accurate files and records.

Maintain the confidentiality and security of sensitive information.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

Sit or stand for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years increasingly responsible experience in financial record-keeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.